

**MANSFIELD DOWNTOWN PARTNERSHIP  
MEETING BOARD OF DIRECTORS  
Thursday, October 3, 2013  
Mansfield Town Hall  
Town Council Chambers**

**4:00 PM**

**MINUTES**

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Mona Friedland, Matt Hart, George Jones, Philip Lodewick, Paul McCarthy, Toni Moran, Betsy Paterson, Shamim Patwa, Chris Paulhus, and Bill Simpson

Staff: Cynthia van Zelm

**1. Call to Order**

Philip Lodewick called the meeting to order at 4:10 pm.

Mr. Lodewick asked for a motion to add an Executive Session to the meeting agenda. Tom Callahan made the motion. Bill Simpson seconded the motion. The motion was approved.

**2. Opportunity for Public to Comment**

There was no public comment.

**3. Approval of Minutes of September 17, 2013**

Mr. Simpson made a motion to approve the minutes of September 17, 2013. Betsy Paterson seconded the motion. The motion was approved unanimously.

Matt Hart made a motion to go into executive session to discuss Personnel in accordance with Connecticut General Statute 1-2006 (6) (a). Mr. Simpson seconded the motion. The motion was approved.

**4. Executive Session**

Personnel in accordance with Connecticut General Statute 1-2006 (6) (a).

Present: Mr. Bacon, Mr. Birkenruth, Mr. Callahan, Ms. Friedland, Mr. Hart, Mr. Jones, Mr. Lodewick, Mr. McCarthy, Ms. Moran, Ms. Paterson, Ms. Patwa, Mr. Paulhus, Mr. Simpson

The Board reconvened in regular Session.

**5. Review of End of the Year (June 30, 2013) Financials and Recommendation from Finance and Administration Committee on Fund Balance**

Mr. Callahan referred to the June 30, 2013 end of year financials for the Partnership. He noted that the Partnership had an approximate \$18,000 deficit for the year which was taken from the fund balance. The fund balance at the end of the year was approximately \$267,000.

He noted that there was discussion about the funding for the town square at the last regular Board meeting in August. The Board agreed that it was important to go ahead and build the entire town square at one time. Since then, UConn, the Town, LeylandAlliance, and EdR have agreed to partially fund the town square. The goal is to have most of the town square completed by December. The total cost is approximately \$1.2 million.

Mr. Callahan said the Finance and Administration Committee discussed this issue at its last meeting. He made a motion that the Partnership fund up to \$100,000 from its fund balance to assist with the funding of the town square. Ms. Friedland seconded the motion. The motion was approved.

**6. Review of DRAFT Contract Amendment for Consulting Services for Design of Town Square**

Ms. Paterson moved to authorize Executive Director Cynthia van Zelm to sign the "Contract Amendment #1 for the Agreement for Consulting Service by Kent+Frost for Design of Mansfield Town Square." Mr. Simpson seconded the motion. The motion was approved.

**7. Review of Office Space Agreement in Intermodal Transportation Center**

Chris Paulhus moved to authorize Executive Director Cynthia van Zelm to sign the "License Agreement" between the Town of Mansfield and the Mansfield Downtown Partnership for office space at 23 Royce Circle. Shamim Patwa seconded the motion. The motion was approved with one abstention from Matt Hart as he is a signatory of the agreement.

**8. Four Corners Sewer and Water Study Advisory Committee Update**

Mr. Hart said the Committee has not met in a month as it has been focused on the issue of a water source for the community. He said that a letter of intent is being negotiated between the UConn/Town and CT Water. The goal is for the letter of intent to be converted to legal agreements by the end of the year. Once that is done, the Committee will focus its work again on sewer issues.

## **9. Reports from Committees**

### Advertising and Promotion

Chair Moran said the Advertising and Promotion Committee reviewed its charge at its last meeting.

There will be a trick or treating event in Storrs Center on October 26 and a holiday event is planned for December.

### Business Development and Retention

Committee members Mona Friedland and Paul McCarthy gave an update on the last Committee meeting. Ms. Friedland said they took copies of the Hartford Courant insert on Storrs Center to distribute in the surrounding communities and at UConn.

Mr. McCarthy said UConn Athletics is working with Transportation Services on shuttles between games on campus and the downtown. The goal would be to enjoy the businesses in the downtown and then take a shuttle to the games.

There was some discussion about alleviating traffic out of the Storrs Center parking garage after games. Ms. van Zelm will follow-up with Transportation Services and LeylandAlliance.

### Executive

Mr. Bacon made a motion that the Board accept the recommendation of its Executive Committee that the Partnership's Executive Director's salary be increased by 4 percent retroactive to July 1, 2013. Mr. Hart seconded the motion. The motion was approved.

Mr. Bacon made a motion that the Board accept the recommendation of its Executive Committee that the Partnership's Communications and Special Projects Manager's salary be increased by 1 percent over the current salary for an effective 2 percent increase for FY2013-2014, retroactive to July 1, 2013. Mr. Hart seconded the motion. The motion was approved.

### Festival on the Green

Ms. Paterson said the Festival was a great success. She said there were approximately 90 booths and 700 people participating in the parade. Mr. Lodewick thanked Ms. Paterson for her and the Committee's work.

### Finance and Administration

Mr. Callahan said that Wilbur Cross Way and the residential neighborhood are the two main phases left in Storrs Center to be built.

He said that master developer LeylandAlliance will look for investors to purchase what has been completed on the commercial side. EdR will continue to own the rental residential.

#### Membership Development

George Jones said the Committee is focusing its efforts on its core message of soliciting new members and encouraging current members to renew their membership. One suggestion from a UConn marketing professor was that the message is about selling the vitality of the downtown.

#### Planning and Design

Mr. Bacon said the Committee met on August 20 and heard a presentation from Dale Cutler who is the architect for Educational Playcare. There will be a public hearing on October 17 on Educational Playcare's zoning permit application.

### **10. Other**

Chris Paulhus announced that this was his last Partnership Board meeting as he is not running for re-election again on the Town Council. The Board thanked Mr. Paulhus for his work on the Council and the Partnership Board.

### **11. Adjourn**

Mr. Paulhus made a motion to adjourn. Ms. Friedland seconded the motion. The motion was approved. The meeting adjourned at 5:30 pm.

*Minutes taken by Cynthia van Zelm.*